

SECTION II

COMPLIANCE

ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP-ATTENDANCE

| # | INDICATOR | STATUS | EXPECTATION | COMMENTS MAINTENANCE OF COMPLIANCE |
|-----|--|---|-------------|---|
| 4.2 | The district daily attendance rate for each school within the district shall be 85% or higher. | N District's attendance rate for SY 99-00 90.1% | 6/2001 | <p>All elementary schools met or exceeded the criteria. Five high schools, two alternative schools, and two special needs schools did not meet the criteria. Of the seventy-six schools, sixty-eight met the criteria for SY 99-00.</p> <p><u>Strategies to Achieve Compliance</u></p> <p>Meet with the secondary school staff to develop attendance improvement programs.</p> <p>Develop incentives and contests to raise awareness of the need for improved attendance.</p> <p>Continue to implement the "Alternate Truancy Task Force" in collaboration with the municipal courts to provide a supportive program for chronic absentees which includes parental counseling.</p> <p>Implement alternative education programs in the comprehensive high schools to better meet the needs of students who are chronically absent.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Continue to monitor absences and have attendance counselors work collaboratively with school personnel.</p> <p>Submit monthly statistical reports to the Office of Attendance to be reviewed by staff and the Attendance Improvement Committee.</p> <p>Develop attendance plans with each school, review plans and modify based on monthly statistics.</p> |

ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP – DROP-OUT

| # | INDICATOR | STATUS | EXPECTATION | COMMENTS MAINTENANCE OF COMPLIANCE |
|-------|--|--|-------------|---|
| 5.2.1 | The dropout rate for pupils in grades 7 through 12 shall not exceed ten percent, as calculated on a cohort basis for three years prior to the school year in which the district is monitored. | C District's Dropout Rate for SY 99-00 9.07% | | District has assigned guidance counselors in all schools to help reduce dropout rates. Strategies to Maintain Compliance Review of student records is conducted to identify and target potential dropouts. Counseling and tutorial services are made available to students Dropout prevention officers are assigned in high schools as mandated by Abbott regulations. Provide in-service activities to staff on dropout prevention strategies. |
| | Each school with a three-year average dropout rate exceeding ten percent, as calculated for the three years prior to monitoring, shall develop performance objectives to reduce the dropout rate | C | | Schools will continue to develop and monitor performance objectives. <u>Strategies to Maintain Compliance</u> Conduct meetings to develop a common strategic plans to reduce dropouts in schools that cannot obtain a dropout rate under 10%. Utilize new dropout prevention coordinator and social service coordinator to provide referral services to outside agencies for individual and family counseling. Conduct in-service meetings for guidance staff and teachers on dropout prevention strategies. |
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ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP-FACILITIES

| # | INDICATOR | STATUS | EXPECTATION | COMMENTS MAINTENANCE OF COMPLIANCE |
|-----|---|--------|--|--|
| 5.1 | The district shall perform an annual inspection of buildings to insure adherence to health and safety laws. | C | Dependent on state funding of Facilities Bill. | <p>The inspection has been completed and the district has identified the health and safety issues in each school. Checklists have been developed based on the inspection. These checklists are being used to identify scope of work and bidding process.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Develop on-going preventive maintenance programs.</p> <p>Develop on-going training programs for the maintenance of facilities.</p> <p>Ensure capital rehabilitation projects are on-going and funded.</p> |
| 5.3 | The district board of education shall approve and implement a plan to upgrade or eliminate all substandard classrooms pursuant to law and rule. | C | Dependent on state funding of "Facilities Bill". | <p>The district facilities plan has been developed and is ready for implementation as soon as funding is available.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Develop on-going preventive maintenance programs.</p> <p>Develop on-going training programs for the maintenance of facilities.</p> <p>Ensure capital rehabilitation projects are on-going and funded.</p> |
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ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK
DATE: JULY 14, 2000

CAP-FINANCIAL

| # | INDICATOR | STATUS | EXPECTATIONS | COMMENTS MAINTENANCE OF COMPLIANCE |
|------|--|--------|----------------------------|---|
| 10.1 | The chief school administrator shall present to the district board of education accurate and timely fiscal and statistical reports of the district pursuant to law and rule. | C | | <p>The Board Secretary's Reports are being produced monthly. This report is submitted to the district Advisory Board. The Treasurers Report has not been produced but will be produced after July 1, 2000.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Schedule monthly submission of Board Secretary's Reports to district Advisory Council.</p> <p>Designate staff member to have responsibility for producing and reconciling the monthly Board Secretary's Report and coordinating it with the Treasurer's Report for monthly submission.</p> |
| 10.2 | The fiscal and statistical reports of the district shall be accurate and timely in transmittal to the county, State, and Federal offices pursuant to law and rule. | C | | <p><u>The Board Secretary's Report has been transmitted monthly to appropriate offices.</u></p> <p>The Treasurer's Report will be produced after July 1, 2000 and transmitted to appropriate offices.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Schedule and monitor the monthly transmittal of the Board Secretary's Report.</p> <p>Schedule and monitor the transmittal of the Treasurer's Report.</p> |
| 10.4 | The district shall have an annual audit of accounts and financial transactions pursuant to law and rule and State audits as determined by the Commissioner of Education. | N | November 1, 2000 required. | <p>The district expects to be in compliance with all annual audits by November 1, 2000 as by law.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Final year will be closed in a timely basis to allow auditors ample opportunity to prepare audit for submission by November 1st.</p> <p>Determine that all transactions including regular deposits, adjustments and transfers are completed to ensure that the Board Secretary's Report is produced by August 1st of each year.</p> |

ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK
DATE: JULY 14, 2000

CAP-FINANCIAL P2

| # | INDICATOR | STATUS | EXPECTATIONS | COMMENTS MAINTENANCE OF COMPLIANCE |
|------|---|--------|--------------|---|
| 10.6 | All pupil transportation costs shall be reviewed and recommended for approval of State and by the County Superintendent of Schools. | C | | <p>The district contracts all transportation with the Essex County Commission who is responsible for obtaining all cost reviews and approvals.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Review contract with Essex County Commission to ensure admission of clause requiring the review and approval of all transportation costs.</p> <p>Review quarterly documentation indicating approval of all transportation costs.</p> |
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ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP-HOME INSTRUCTION

| # | INDICATOR | STATUS | EXPECTATION | COMMENTS MAINTENANCE OF COMPLIANCE |
|----|--|--------|-------------|---|
| 1 | Inaccurate records of sick leave for teachers and monthly instructional time for students. | C | | <p>A structured system of record keeping has been implemented to ensure accurate data collection.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Assign Home Instruction Supervisor to maintain accurate data.</p> <p>Maintain and review records for all student files.</p> <p>Reviews all student medical forms and ensure that the district doctor signs for approval of services or continuation of services.</p> <p>Review and sign all time reports biweekly and implement district employee Attendance Improvement Plan (AIP).</p> |
| 2A | Some students were not receiving the required number of hours of instructions. | C | | <p>The Home Instruction Supervisor reviews weekly schedules to ensure all students continue to receive the required number of hours of instruction.</p> <p><u>Strategies to Maintain Compliance</u></p> <p>Review schedules weekly and report to Associate Superintendent on a monthly basis.</p> <p>Review records quarterly by Department of Special Programs.</p> <p>Continue collaboration with Essex County Commission to provide teachers to meet the required number of hours per student.</p> |
| 2B | Some teachers were not certified in teaching areas assigned. | N | 6/2001 | <p>The district has hired additional certified staff.</p> <p>The district is continuing to upgrade teaching staff and will continue to use Essex County Commission to provide Home Instruction in areas where the district does not have a certified teacher. The district also employs after-school teachers to try to obtain certified staff.</p> |

ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP – HOME INSTRUCTION - P2

| # | INDICATOR | STATUS | EXPECTATION | MAINTENANCE OF COMPLIANCE |
|----|--|--------|-------------|--|
| 3A | Supporting documentation for student records were not retained in student files. | C | | <p>The Home Instruction Office has relocated and has developed and maintains a system for maintaining student files.</p> <p>Strategies to Maintain Compliance</p> <p>Provide annual training on maintenance of records to clerk.</p> <p>Reviews of records monthly by Home Instruction Supervisor.</p> |
| 3B | Medical certificates not approved by district's doctor. | C | | <p>The medical approval form was reviewed to include doctor's approval and signature with beginning and ending dates.</p> <p>Strategies to Maintain Compliance</p> <p>Submit all medical approval plans to Home Instruction Supervisor for review and verification of signature and dates.</p> <p>Maintain forms in files.</p> <p>Meet quarterly with Health Office personnel to review procedures and identify problems.</p> |
| 3C | Student transfer form 29 missing from student files. | C | | <p>Since the monitoring, the State requirement for recording students in Home Instruction has been modified. Bulletin 14 was issued to inform all administrators. Transfers are no longer required and students remain on home school role and coded appropriately.</p> |

ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP – HOME INSTRUCTION - P3

| # | INDICATOR | STATUS | EXPECTATION | MAINTENANCE OF COMPLIANCE |
|---|--|--------|-------------|--|
| 4 | Assistant Superintendents are not signing Superintendent Suspensions. | C | | <p>State District Superintendent developed and issued a memorandum clarifying the district's position on suspension hearings and requiring Assistant Superintendent's signature.</p> <p>Strategies to Maintain Compliance</p> <p>Reissue memorandum at the beginning of each school year.</p> <p>Conduct quarterly review of suspension documentation by Office of Student Information.</p> |
| 5 | Vendor invoices for HIP students at out-of-Newark facilities were not signed and approved. | C | | <p>Special Education Administrator reviews and signs all invoices for HIP students at out-of-Newark facilities.</p> <p>Strategies to Maintain Compliance</p> <p>Review of all invoices by Special Education accountant and secure any missing signatures.</p> |
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ATTAINMENT OF CORRECTIVE ACTION PLANS

DISTRICT: NEWARK

DATE: JULY 14, 2000

CAP- SPECIAL EDUCATION

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| # | INDICATOR | STATUS | EXPECTATION | MAINTENANCE OF COMPLIANCE |
|-----|---|--------|-------------|---|
| 1.1 | The means by which parents, teachers, or other authorized personnel may directly refer a student to the child study team. | C | | <p>Superintendent issued a memorandum outlining the referral process. In-service sessions were conducted for staff.</p> <p>Strategies to Maintain Compliance</p> <p>Maintain child study team referral flow charts, monitored by the Office of Special Education and the State Department of Education.</p> <p>Conduct child study team bi-weekly meetings with principals to ensure compliance with New Jersey and Federal requirements and monitor form.</p> |
| 2.1 | The means by which school personnel may appropriately identify those students who require a direct referral to the child study team. | C | | <p>District conducted in-service meetings and developed procedures for a direct referral.</p> <p>Strategies to Maintain Compliance</p> <p>Develop a procedural manual for child study team and school personnel.</p> <p>Continue to in-service school staff on identifying and referring a student to the child study team (CST).</p> <p>Collect data quarterly on number of referrals and placements and review with Director of Special Education, principals and Assistant Superintendents.</p> |
| 3.1 | The means by which assistance committee members document the effects of assistance committee interventions and determine, in a timely manner, when a student requires referral to the child study team. | C | | <p>Pupil Resource Committee (PRC) manual has been revised and in-service meetings were conducted.</p> <p>Strategies to Maintain Compliance</p> <p>Require review of all interventions by Pupil Resource Committee (PRC) committees every forty days.</p> <p>Maintain data collection sheet for review by Principal and Assistant Superintendents.</p> <p>Continue to conduct in-service meetings for school personnel on CST processes.</p> |

ATTAINMENT OF CORRECTIVE ACTION PLANS

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CAP – SPECIAL EDUCATION

| # | INDICATOR | STATUS | EXPECTATION | COMMENTS MAINTENANCE OF COMPLIANCE |
|-----|--------------------------------------|--------|-------------|--|
| 4.1 | The means by which the district will | | | District has developed a system of flow charts which |

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| | utilize district personnel to comply with evaluation timelines, including; (a) how child study team members are assigned to schools to enable them to comply with evaluation timelines; (b) how CST members are redeployed to address the changing evaluation staffing needs throughout the district; (c) how productivity levels of CST members are consistently and routinely reviewed and supervised. | C | | <p>maintain productivity levels of team members and compliance with code. Director of Special Education redeploy staff based on needs</p> <p>Strategies to Maintain Compliance</p> <p>Review of child study team (CST) flowcharts evaluated by district Supervisors and Department of Education bi-weekly.</p> <p>Productivity levels of teams is monitored and staff redeploy as needed.</p> <p>Conduct in-service sessions for School Leadership Team staff, Principals and Child Study Teams (CST).</p> |
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Although the district has complied with all of the indicators listed, the Office of Special Education continues to work to provide complete compliance. Additional child study team members have been hired, the staff development program has been expanded and the CST's will be reorganized and deployed differently to ensure continued compliance.